



## **Minutes TEMPE DOUBLE BUTTE CEMETERY ADVISORY COMMITTEE Wednesday, September 17, 2003**

Minutes of the Tempe Double Butte Cemetery Advisory Committee held on September 17, 2003, at 4:00PM, in the Library Conference Room, 3500 S. Rural Rd., Tempe, Arizona.

**Committee Members Present:**

Geraldean Glover  
Jack Matlaga  
Brad Olsen  
Carol Smith

Marian Hoyt  
Lillie Moraga  
Mary Eleanor Pickett  
Joe Spracale

**Committee Members Absent:**

Pat Hatton

**City Staff Present:**

Shawn Wagner, Management Assistant  
Pam Korff, CS Registration Technician  
Mark Richwine, Deputy Community Services Manager - Parks and Recreation  
Cynthia Yanez, Administrative Assistant  
Jerry Santee, Parks Maintenance Supervisor, Field Services  
Oliver Ncube, Dept. PW Mgr., Field Services

**Guests Present:**

Eduarda Yates

**Meeting convened at 4:00 p.m.**

Carol Smith called the meeting to order.

**Agenda Item 1 – Consideration of Meeting Minutes (Action Item)**

The minutes of June 18, 2003 were approved as written.

**Agenda Item 2 – Advisory Committee Officer Elections (Action Item)**

**MOTION:** Brad Olsen moved to nominate Eleanor Pickett as Chair of the Tempe Double Butte Cemetery Advisory Committee.

**SECOND:** Joe Spracale

**DECISION:** Motion carried unanimously.

**MOTION:** Joe Spracale moved to nominate Brad Olsen as Vice-Chair of the Tempe Double Butte Cemetery Advisory Committee.

**SECOND:** Eleanor Pickett.

**DECISION:** Brad Olsen declined the nomination.

**MOTION:** Brad Olsen moved to nominate Joe Spracale as Vice-Chair of the Tempe Double Butte Cemetery Advisory Committee.

**SECOND:** Eleanor Pickett.

**DECISION:** Motion carried unanimously.

### **Agenda Item 3 – Tempe Double Butte Cemetery Maintenance Update**

1. Jerry Santee reported that regular maintenance is ongoing at the Cemetery. Water use has been reduced as requested by SRP.
2. Damage caused by localized monsoon storms has been repaired.
3. Watering cycles, flood irrigation and associated cleanup were discussed.

### **Agenda Item 4 – Tempe Double Butte Cemetery CIP Budget Request Update**

1. Shawn Wagner announced that Logan Simpson Design, Inc. has been contracted to develop specifications and plans for construction design.
2. Once approved, construction bids will go out.
3. Construction could begin in July 2004.

### **Agenda Item 5 – Unmarked Graves Project Update**

1. Cynthia Yanez announced that Section G has been identified as the starting point for this project with an estimated 499 of the 1000 graves in this section unmarked.
2. Cost to complete Section G is estimated at just over \$6000.
3. Approximately 40% of the cemetery's burial sites are unmarked.
4. Staff plan to mark 30% of the unmarked graves each year, completing the project in 3 years at an estimated total cost of \$60,000.

### **Agenda Item 6 – Cemetery History Sub-Committee Brochure**

1. The brochure was well-received. Distribution sites will include the Museum, Library, Pyle, Westside, Escalante, City Hall, and Field Services buildings in Tempe.

### **Agenda Item 7 – Establish Date for Next Committee Meeting/Future Agenda Items**

1. The Committee agreed to pre-schedule meetings on a bi-monthly basis starting with the next meeting set for November 19, 2003 at 4:00pm in the Library Conference Room.
2. Brad Olsen suggested a book containing burial locations be placed in the Library and that a sign be posted within the Cemetery directing visitors to the Library building to view these records. Burial information is also available on the City's website.

**Meeting adjourned at 4:32 p.m.**